
COMMONWEALTH OF VIRGINIA



OFFICE OF THE GOVERNOR

Executive Order 20 (2002)

PURCHASE, ASSIGNMENT, AND USE OF STATE-OWNED VEHICLES

By virtue of the authority vested in me as Governor under Article V of the Constitution of Virginia and under the laws of the Commonwealth, including but not limited to Sections 2.2-120 and 2.2-121, and Chapter 11 of Title 2.2 of the *Code of Virginia*, and subject to my continuing and ultimate authority and responsibility to act in such matters, I hereby establish policies and procedures for the purchase, assignment, and use of state-owned motor vehicles.

Preamble

The people of Virginia have a right to expect use of state-owned vehicles to be strictly limited to the necessary performance of official business. Motor vehicles are not to be purchased by agencies or permanently assigned to agencies from the "centralized fleet" (as defined in Chapter 11 of Title 2.2 of the *Code of Virginia*) for reasons of convenience or perquisite. The purchase, assignment, and use of such vehicles are to be determined solely according to whether it will promote efficiency and economy in state government.

To eliminate unnecessary expense associated with excessive use of state-owned motor vehicles and to set an example of frugality, I am hereby establishing policies and procedures to govern the purchase, assignment, and use of state-owned passenger-type motor vehicles in the future.

Specific Directives

1. The head of each agency or institution of the Commonwealth shall limit authorization of commuting in state-owned vehicles to those employees whose job travel requirements make commuting the only cost-effective or practical alternative. The Director of the Department of General Services shall ensure that regulations applicable to commuting are uniformly applied and meet the criteria stated herein. For the purpose of this Executive Order and as used in Section 2.2-1179 of the *Code of Virginia*, "commuting" shall mean driving between home and office where such driving is not connected to a departure for, or return from, a trip on official state business.
2. Notwithstanding the foregoing paragraph, no appointee serving at the pleasure of the Governor shall use a state-owned vehicle for commuting. Such appointees may use a state-owned vehicle for driving between home and office only when connected to a departure for, or return from, a trip on official state business. The limitation of this paragraph shall not apply to the Secretary of Public Safety, the Superintendent of State Police, nor to those appointees who, in the judgment of the Secretary of Public Safety, need access to state-owned vehicles for the purpose of responding to job-related emergencies from their homes.
3. The head of each agency or institution of the Commonwealth shall be directly responsible for ensuring compliance with this Executive Order and all applicable statutes and regulations governing the use of state-owned vehicles, including the requirement that such vehicles be used strictly for official business only. Each agency head shall ensure that due consideration is given to the economy of reimbursing employees for mileage in their personal vehicles in lieu of use of state-owned vehicles, and shall assist the Director of the Department of General Services in eliminating the use of state-owned vehicles where such use does not advance the goals of efficient and economical operation of state government.
4. The criteria governing the assignment of centralized fleet vehicles (see Rules and Regulations Governing the Use, Operation and Maintenance of State-Owned Fleet Vehicles, published by the Department of General Services) shall apply to all passenger-type vehicles owned by the Commonwealth, subject to such exceptions as the Director of the Department of General Services shall make. The authority of the Director of the Department of General Services under Section 2.2-1180 of the *Code of Virginia* to promulgate regulations governing the centralized fleet shall extend to all passenger-type vehicles owned by the Commonwealth.

5. The Commissioner of Motor Vehicles shall assess the use of blind tags on state-owned vehicles, and shall restrict such use to law enforcement vehicles and to such other vehicles as he determines are regularly used in the course of official business, the effective performance of which makes blind tags essential.

This Executive Order rescinds Executive Order Number Seventeen (98), issued by Governor James S. Gilmore, III.

This Executive Order shall be effective upon its signing and shall remain in full force and effect until June 30, 2006, unless sooner amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia this 26th day of June 2002.

Mark R. Warner, Governor

Attest:

Secretary of the Commonwealth